

JOB OPPORTUNITY



California State Auditor Bureau of State Audits

MANAGEMENT SERVICES TECHNICIAN Investigative Assistant, Bureau of State Audits Permanent full-time Work Hours: 8 a.m. to 5 p.m. Monday through Friday

Salary

Range A \$2,135 to \$2,596 per month

Range B \$2,411 to \$2,932 per month

Duties

Answer the Whistleblower Hotline and elicit relevant and factual information to determine if complaint falls within the jurisdiction of the California Whistleblower Protection Act (act). If complaint falls within the jurisdiction, complete a complaint intake form. If outside jurisdiction, refer callers to the appropriate entities. Explain the role, policies, and procedures of the Bureau of State Audits in administering the act. Assist investigators in analyzing data collected in fieldwork. Design and complete spreadsheet analyses and summarize results. Administer and maintain investigative database. Design and prepare monthly management reports that are used to monitor, assign, and control investigations. Conduct library and market research to assist investigators in identifying legal and comparative criteria. Conduct telephone interviews of corroborating witnesses.

Desired Qualifications

- Ability to work effectively both as a team member and independently
- Knowledge of Microsoft Word, Excel, and Access
- Knowledge of accounting terms and methodologies
- Ability to speak and write Spanish
- Ability to conduct constructive interviews
- Knowledge of the structure of state government

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Kathleen Spencer
(916) 445-0255

Final Filing Date: Until Filled

Selection Process

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. In addition, professional references will be requested of the applicants selected for interview.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted. The bureau is an excluded state agency, and as such, all current state employees appointed to this agency will be converted to the Annual Leave Program.

The appointment will be made in accordance with SROA policies and rules

AN AFFIRMATIVE ACTION EMPLOYER—EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.